

INSTRUCTIONS FOR

DA 5434

Sponsorship Program Counseling and Information Sheet

The DA5434 (sponsorship form) can be downloaded from the CHRMA web site along with other inprocessing forms. In processing forms are under Living and Working Overseas. The CHRMA web site is <http://www.chrma.hqusareur.army.mil/>

Instructions:

Part 1 - Civilian Personnel Office or Civilian Personnel Advisory Center representative briefs civilian employee. The DA 5434 is completed within three days after the employee has accepted employment. Civilians may be referred to local Army Community Service for relocation services. These are some of the key entitlements of the sponsorship program:

- a. Welcome Letter – Civilian employees receive a welcome letter from the commander of the gaining activity to which the employee is being reassigned.
- b. A sponsor for information and help – The command's sponsorship program manager assigns a sponsor to the civilian employee to help with transition to overseas environment.
- c. Army Community Service relocation services – ACS office provides welcome packets that can be mailed to the new employee prior to arrival.
- d. Greeting upon arrival – Sponsor greets new employee and/or family upon arrival in overseas area.
- e. Assistance with inprocessing – Sponsor escorts the employee to inprocessing
- f. Orientation to the new unit or activity and the community – Sponsor introduces the newcomer to the immediate chain of command, supervisors, and coworkers; provides a tour of essential post and community locations.

Part 2 – Sponsorship Program Election

Leave blank and a sponsor will be assigned. Initial if you **do not** wish to have a sponsor assigned. Type or print name, grade, social security number, occupational series; sign and date the form.

Part 3 – Arrival Information to Assist Gaining Battalion or Activity:

- a. Insert the projected arrival date based on the travel date listed on PCS orders.
- b. Check appropriate status block.
- c. List family members on PCS orders.

Part 4 – Locator Information

- a. Provide complete current activity address.
- b. Give DSN phone number.
- c. Indicate leave address and phone number if leave is taken prior to PCS and include last date at the leave address.
- d. Provide permanent home address and include last date at this address.

Part 5 – Request Information On

Indicate request for information on housing, medical facilities, schools, etc. in this space.

Certification:

Type or print name, grade, social security number, occupational series; sign and date the form.

Note: This form is forwarded along with employee inprocessing forms to the CPAC. The CPAC provides this form to the gaining organization's Sponsorship Program Manager.